

CleanCheck[®]
TRAINING SYSTEM

OFFICE





Welcome to your CleanCheck Training System

Congratulations, you have made an investment in employee professionalism and performance by selecting the CleanCheck Training System for your staff training and education needs. CleanCheck ensures that your staff will master the proper cleaning procedures that promote a safe and clean environment. Complete with bilingual video tutorials, training manuals, on-the-job cards and testing tools, CleanCheck is a thorough program that trains employees and keeps you compliant.

Training Videos

The CleanCheck Training Videos provide step-by-step procedural instruction on cleaning specific areas in your facility. Each video module covers the cleaning process end-to-end, but is also offered in single chapters so specific tasks can be easily revisited or re-trained. Available in both English and Spanish, CleanCheck video modules also offer DVD or web-based viewing to meet the needs of your diverse and dispersed organization.

Color-coded Product Categories

CleanCheck utilizes color-coded product categories to identify which products are right for the job. Displayed as colored/numbered dots throughout the videos, cards and manual, CleanCheck includes corresponding stickers that can be applied to the actual product containers so there is a direct association between each chemical and the cleaning category identified in the training and CleanCheck job cards. This provides more assurance that the right product is used for each cleaning challenge.



Glass Cleaner



Disinfectant



All Purpose Cleaner



Air Freshener



Carpet Care



Degreaser



Stripper



Finish/Wax/Seal



Specialty Cleaner



Laundry Care

Training Manual

The CleanCheck Training Manual includes detailed instructions on proper cleaning and procedures. Pages can be used as a handout during employee training, or a reference for employee training and re-training. As with all CleanCheck components, images and color-coded product categories reinforce the procedures taught in the instructional video modules.

On-the-job Cards

The CleanCheck job cards allow employees to perform each cleaning step with confidence when they're ready to clean by themselves. Housed with dual rings, you can easily separate and customize your card sets based on which employees will need which job cards depending on their cleaning tasks. Employees can simply check off each step as it's completed with the provided erasable pen.

CleanCheck job cards follow the procedural instructions covered in the video modules, so it's a good idea to have the cards on hand during your staff's initial training. This way, employees can quickly correlate the images on the videos with the cards. In fact, you should encourage employees to check the steps of each procedure as each is completed in the video/DVD. This is a great way to promote audience participation and reinforce use of the jobs cards.



Online Testing, Tracking and Certification

When training is complete, you can reward employees for a job well done. Simple tests and personalized certificates for each area are included with the CleanCheck system. Online testing is available and will provide trackable results for each employee. Test questions focus on the basic concepts, while correct answers facilitate success and professional workmanship. Present these certificates with enthusiasm. Your employees will appreciate you taking pride in their work.

The CleanCheck Office cleaning manual will guide you through proven procedures to ensure you get the job done right. In addition to initial training, the laminated CleanCheck cards should be used as routine cleaning checklists to reinforce these proper procedures.

CleanCheck's six-step procedure organizes the work into the proper sequence for maximum efficiency. These steps can be applied to almost any type of office environment.

Daily Office Cleaning

OVERVIEW OF REQUIRED STEPS

1. Gather Supplies and Apply Personal Protective Equipment
2. Dust
3. Damp Wipe Surfaces
4. Clean Glass
5. Remove Trash
6. Vacuum or Hard Floor Care

REQUIRED PRODUCTS

- 1 Glass Cleaner
- 2 Disinfectant
- 3 All Purpose Cleaner



1. Gather Supplies and Apply Personal Protective Equipment

Gather necessary cleaning supplies as directed. Materials may include glass cleaner, disinfectant, all purpose cleaner, can liners, cleaning cloths and/or dusters, dust mop or vacuum, and any necessary personal protective gear, like protective eyewear and gloves.

Any time you clean with chemicals, make sure you use personal protective equipment, as directed on the Safety Data Sheets for the cleaning products being used.



2. Dust

Begin cleaning the office by dusting furniture and other surfaces. When using a color-coded cloth system to prevent cross-contamination, select a green microfiber for dusting.

Start by dusting higher areas and items, then work your way down, folding your cloth as needed to provide a clean surface. Clean the entire area by working clockwise around the room. Only move items that are easily returned to their original position.

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3



3. Damp Wipe Surfaces

You should damp clean surfaces that are too heavily soiled for simple dusting. Spray your dust cloth with the appropriate Spartan cleaner by holding the product 6 to 8 inches from the cloth and spraying light over the entire cloth surface.

High-touch surfaces need to be damp wiped and disinfected. Start by spraying a clean, lint-free cloth with the Spartan disinfectant of your choice. With a color-coded system, use a red microfiber cloth for disinfecting applications. Examples of high-touch surfaces include light switches, door handles, and telephones, where routine disinfecting is important to minimize the spread of communicable disease.

Be certain to maintain product on the surface for the recommended amount of time, as directed on the product label.

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4. Clean Glass

Next, spot clean all visible marks on interior windows and glass. If you have a color-coded cloth system, use a blue microfiber cloth for glass cleaning. Spray surfaces directly with your choice of Spartan glass cleaner, and always dry with a clean, lint-free cloth or paper towel. Also clean mirrors, picture frames, and other reflective surfaces.



5. Remove Trash

First, clean up apparent litter prior to emptying trash. Do not discard anything that is questionable. Empty all waste receptacles into the trash can. If necessary, replace the liner. It is also a good idea to store a few additional liners in the bottom of the waste receptacle. Be sure to place the receptacle in its original location.

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6. Vacuum or Hard Floor Care

Most office areas are carpeted and need routine vacuuming. The frequency of your routine cleaning will be communicated to you by your supervisor.

When vacuuming, start at the section that is the farthest into an area from the doorway or entry, then work your way back out of the area. Vacuum in a consistent, linear pattern. Make sure to cover the entire area.

You should spend more time on high-traffic or heavily soiled areas, including picking up any remaining visible debris by hand. More detailed carpet procedures are provided in the Carpet training section.

Some areas may have hard floors and need to be dust mopped and/or damp mopped. Routine and Periodic Hard Floor Care procedures are documented later in this training program.

Periodic Office Cleaning



1. Damp dust high furniture surfaces, such as bookshelves and wall hangings



2. Dust light fixtures with a duster



3. Dust vents with a duster



4. Vacuum cloth furniture

Hallways and other common areas need routine cleaning as well. If these areas are carpeted, they need routine vacuuming. Hard floor surfaces need dust mopped and/ or damp mopped. You will also need to find and correct any gum and/or carpet spots.

Routine Cleaning: Vacuum

OVERVIEW OF REQUIRED STEPS

1. Gather supplies
2. Vacuum edges
3. Vacuum Carpet
4. Clean and return equipment to storage area

REQUIRED PRODUCTS

5

Carpet Care

5



1. Gather Supplies

Your first step is to gather all necessary cleaning products and tools. For routine cleaning, these items include protective eye wear, gloves, clean cloths, vacuum, and products such as Contempo H2O2 Spotting Solution, and the Contempo Deluxe Spotting Kit.

Anytime you clean with chemicals, you must use personal protective equipment, as directed on the Safety Data Sheets, or SDS, for the cleaning products being used.



2. Vacuum Edges

Use your vacuum and attachments to vacuum along baseboards. Pick up any large debris by hand.



3. Vacuum Carpet

When vacuuming, start at the section that is the farthest into the area from the doorway or entry, then work your way back out of the area. Vacuum in a consistent, linear pattern. Make sure to cover the entire area. You will need to spend more time on high-traffic or heavily soiled areas, including picking up any remaining visible debris by hand.



4. Clean and return equipment to storage area

Finally, if no spot/gum removal needs to take place, clean your equipment and return it to its proper storage place.

Routine Cleaning: Spot Removal

OVERVIEW OF REQUIRED STEPS

1. Select Spotter
2. Blot
3. Apply Spot Remover
4. Blot and Rub
5. Repeat Spotter Application
6. Dry

REQUIRED PRODUCTS

5

Carpet Care

5



1. Select Spotter

It is important to remove carpet spots as soon as possible. First, identify the spot, then select the most appropriate spotter for the job. Follow directions on the product label.



2. Blot

Blot up the spot with an absorbent cloth.

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3. Apply Spot Remover

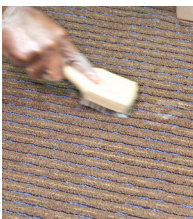
Apply spotter to the area to be cleaned. If using a trigger sprayer, spray the product from the outside edge toward the center. Be careful not to over-wet the spot.



4. Blot and Rub

To keep the spot from spreading, blot and rub the spot from the outside edge of the spot toward the center.

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5. Repeat Spotter Application

If necessary, spray again and let the product set for a few minutes. Blot again with an absorbent cloth.



6. Dry

Flush away the remaining spray with water, using a trigger sprayer. Blot dry.

Routine Cleaning: Gum Removal

OVERVIEW OF REQUIRED STEPS

1. Scrape
2. Freeze Remaining Gum
3. Remove Frozen Matter
4. Vacuum

REQUIRED PRODUCTS

5 Carpet Care



1. Scrape

Use a scraper to remove as much of the gum as possible.

5



2. Freeze Remaining Gum

Spray with Spartan's Chewing Gum Remover, holding the can at a 45 degree angle and using short, quick bursts until the substance is frozen solid.



3. Remove Frozen Matter

Chip or scrape off frozen matter using a bone knife or scraper. Repeat these steps, if necessary, to remove all matter from the floor.



4. Vacuum

Use your vacuum and attachments to remove all particles from the floor.

Routine Cleaning: Hard Floor Care

OVERVIEW OF REQUIRED STEPS

1. Remove Furniture
2. Sweep Out Corners and Crevices
3. Spray Dust Mop
4. Dust Mop Floor
5. Pick Up Soil and Debris
6. Vacuum Dust Mop

REQUIRED PRODUCTS

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Specialty Cleaner



1. Remove Furniture

Remove all movable furniture and floor mats from the area to be cleaned.



2. Sweep Out Corners and Crevices

Use a broom or counter brush to sweep corners and crevices. Pick up visible soil with a dust pan and dispose of any debris before you begin to dust mop the area.

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3. Spray Dust Mop

Spray the dust mop with Spartan's Dust Mop/Dust Cloth Treatment.



4. Dust Mop Floor

Begin by pushing the mop directly ahead while walking forward. At the end of each pass, pivot your mop without lifting it off the floor. Return the same way you came, making a two or three inch overlap. Dust mop the entire floor.



5. Pick Up Soil and Debris

Once the entire area has been dust mopped, use your counter brush and dust pan to pick up any remaining debris, and discard it into the trash receptacle.



6. Vacuum or Wash Dust Mop

Vacuum out dust mop. If using a microfiber system, you should periodically machine wash the microfiber pads. Do not machine dry these items. Return all equipment to storage.

Routine Cleaning: Damp Mop

OVERVIEW OF REQUIRED STEPS

1. Perform Complete Dust Mop Procedure
2. Place “Wet Floor” Signs
3. Prepare Neutral Cleaner and Gather Supplies
4. Damp Mop
5. Replace Mats and Furniture, and Remove “Wet Floor” Signs
6. Clean and Return Equipment to Storage Area

REQUIRED PRODUCTS

3

All Purpose Cleaner



1. Perform Complete Dust Mop Procedure

Follow the steps on your Dust Mop checklist prior to damp mopping.



2. Place “Wet Floor” Signs

Place wet floor signs at every entrance.

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3. Prepare Neutral Cleaner and Gather Supplies

You will need to gather additional supplies for the damp mop procedure. First, fill a mop bucket with neutral cleaner using your Spartan dispensing system to ensure chemical safety and accurate dilution. When using a microfiber system, select a blue or green mop for all-purpose cleaning.



4. Damp Mop

Begin by dipping your mop into the solution compartment and wringing it out. When mopping an area, start at the farthest corner and work backward toward the entrance. Be sure to keep your mop bucket on the unmopped portion of the floor.

As your microfiber mop becomes heavily soiled, submerge the collapsed mop head into the rinse compartment and agitate to loosen any soil. Then, wring your mop by hanging the collapsed mop inside the wringer compartment and pushing down on the wringer handle. Finally, submerge the mop into the clean solution compartment and wring it again. Reopen the mop frame and lock into place.

Continue this process until the entire area is completely cleaned.



5. Replace Mats and Furniture, and Remove “Wet Floor” Signs

When the floor is completely dry, remove wet floor signs from all entrances. Then, return any entry mats or furniture that had been removed from the area.



6. Clean and Return Equipment to Storage Room

Clean your equipment and return it to its proper storage place. These tasks may include:

- Clean your dust mop by vacuum or machine wash
- Rinse out or wash wet mop heads
- Empty and rinse the mop bucket